



Town of Vienna

127 Center Street South
Vienna, Virginia 22180
p: 703.255.6341
TTY 7111

Meeting Minutes - Final Planning Commission

Wednesday, November 8, 2023

7:30 PM

Vienna Town Hall, Town Council Chambers,
127 Center Street S

The Planning Commission met for a regular meeting at 7:30 PM on Wednesday, November 8, 2023, in Vienna Town Hall Council Chambers. Commissioners present were Chairwoman Jessica Plowgian, Keith Aimone, David Miller, Jessica Ramakis, Matthew Glassman, and Deepa Chakrapani. Staff members present were Director of the Department of Planning & Zoning, David Levy and Clerk to the Commission, Jennifer Murphy.

Additional staff present were Director of Parks and Recreation, Leslie Herman and Parks Maintenance Superintendent, Jeremy Edwards.

Roll Call

Commissioner Kenney is absent.

Communication from Citizens and/or Commissioners

Commissioners congratulated Commissioner Ramakis on her recent election to Town Council.

Public Hearings - None

Regular Business

[PC23-218](#)

Review of Draft Memorandum to Town Council on Recommendations for Code Amendments to Preserve and Enhance Tree Canopy

Chairwoman Plowgian stated that they will be reviewing her draft memorandum to Town Council. It encompasses the issues discussed to date, but she wanted to get commissioner feedback and review the draft document as a group. Town Council recently held their public hearing on the matter and have a conference session scheduled for Monday, November 13, 2023. As the Commission has concluded discussions, she would like to move forward with a recommendation in time for Town Council's conference session. Reviewing the memorandum, the commissioners discussed the following:

- Whether the planting guidelines language is the alternative proposal and current practice.*
- The effective date and whether that should be Arbor Day*
- Whether the tree and planting fund was an option. Staff recommended use of the fund in an effort to keep utilized funds local.*
- Whether the proposed Tree Board will include members of the CSC (Conservation and Sustainability) and one representing member of the Planning Commission.*

Remaining members would be appointed by the Town Council serving under the CSC.

- *Duties of the Tree Board and whether to reduce the level of detail down.*

There being no further discussion, a motion was in order.

Commissioner Miller motioned to approve the draft recommendation memorandum to Town Council, as amended, and per commissioner discussion for Code Amendments to Preserve and Enhance Tree Canopy.

Commissioner Miller thanked Chairwoman Plowgian for drafting the memorandum, stating that it was an incredible amount of work.

Commissioners further discussed whether to incorporate additional language that is supportive of policy goals for preserving mature tree. Discussion determined to leave language as is.

There being no further discussion, Chairwoman Plowgian called the questions.

Motion: Miller

Second: Chakrapani

Roll Call Vote: 6-0

New Business

Chairwoman Plowgian stated that an election of officers will be held at the December meeting.

Planning Director Comments

- *A draft of the Annual Report will be presented for commissioner review at the December 13, 2023, meeting.*
- *A meeting will be scheduled for board and commission chairs in March 2024 to meet with the newly elected Town Council.*
- *Review of the Comprehensive Plan is set to resume. Commissioners will discuss steps moving forward at the December 13, 2023, meeting. Staff anticipates review to resume in January 2024.*

Approval of the Minutes:

The following meeting minutes were accepted into the record:

PC - September 27, 2023 Meeting Minutes

PC - October 11, 2023 Meeting Minutes

Meeting Adjournment

The meeting adjourned at 8:07 pm.

Respectfully submitted,

Jennifer Murphy

Clerk to the Commission

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.